

Town of Fort Myers Beach Job Description

Position: Museum Director
Department: Town Manager – *Administrative Services*

POSITION SUMMARY

Responsible for the leadership and overall operations, development, management, planning, administration, facilities, security, curatorial affairs, marketing and fund raising for the museum. The mission of Florida's historic Mound House is to preserve and share 2,000 years of cultural and natural history on Estero Island with residents and visitors worldwide.

ESSENTIAL JOB FUNCTIONS

- Oversees the museum.
- Responsible for revenue enhancements including fund raising, grants, contributions and donations.
- Coordinates and evaluates museum programs and special events.
- Organizes and coordinates personnel in the implementation of museum programs and exhibits.
- Prepares and submits reports relating to the museum programs and facility.
- Plans, designs, and implements onsite exhibitions relating to art, history, and anthropology.
- Directs curatorial program and directs volunteer workers/staff efforts pertaining thereto.
- Keeps financial and artifacts records, submits payroll and develops budget requests.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- Minimum of graduation from an accredited college or university with a concentration in history, museum studies, or related field; Master's degree preferred.
- Three years' experience in museum work with some experience at the administration level.
- Any equivalent demonstrated combination of education and experience which provides the required knowledge, skills and abilities may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Strong organization, project and program management skills.
- Solid expertise in fund raising activities.
- Broad knowledge of museum practices and standards.
- Ability to solve problems and delegate responsibility.
- Ability to multitask.
- Ability to interact with community, committee members, sponsors and educational groups.
- Ability to operate in a PC network environment system.
- Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisor, other agencies and the public.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is primarily in an office environment.
- Light physical activities and efforts required working in an office environment.

Submit letter of interest and resume to Lois by the closing date.

Lois@fortmyersbeachfl.gov or fax # 239-765-0591

Closing date: Monday, September 8th, 2014 @ 4:30 p.m.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.